



**2018 Request for Applications
Specialty Crop Block Grant Program
Kansas Department of Agriculture**

Program Contact

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Introduction

The Kansas Department of Agriculture (KDA) is currently accepting applications for the 2018 Specialty Crop Block Grant Program. Funds for the program are awarded to the agency by the U.S. Department of Agriculture's (USDA's) Agricultural Marketing Service (AMS). The funds are in turn granted to projects and organizations that promote the competitiveness of specialty crops.

The purpose of the Specialty Crop Block Grant Program is to solely enhance the competitiveness of specialty crops. Specialty crops are defined by the USDA as "fruits, vegetables, tree nuts, dried fruits, horticulture, and nursery crops (including floriculture.)"

Each state that submits an application that is reviewed and approved by the Agricultural Marketing Service is to receive an estimated base amount of \$201,973.63 plus an amount based on the average of the most recent available value of specialty crop cash receipts in the state and the acreage of specialty crop production in the state. In 2015, Kansas received \$319,419.76. In 2016, Kansas received \$283,597.28 and \$296,405.62 in 2017. Kansas is expected to receive approximately \$348,848.12 for the 2018 grant cycle.

Applicants may apply for up to \$75,000 for their projects. A one-to-one match is strongly encouraged, but such a match is not required. In-kind contributions are allowed to count toward the match; however, at least some cash match would be preferred. Applicants will be scored on their ability to provide a match.

Applications must address all of the information requested on the following pages in order to be considered by a team of KDA reviewers. Incomplete applications will not be reviewed. The team will rate proposals on their ability to successfully promote specialty crops in Kansas and make a positive impact on the Kansas economy. Those recommendations will be made to the Secretary of Agriculture, who will make the final awards.

Failure to meet reporting deadlines or provide other contractual materials will impact future awards. Please ensure that you will be able to meet quarterly, annual and final reporting deadlines before submitting an application for this grant.

Applications for grant funds should describe how the project potentially impacts and produces measurable outcomes for the specialty crop industry and/or the public, rather than a single organization, institution, or individual. Grant funds will not be awarded for projects that solely benefit a particular commercial product or provide a profit to a single organization, institution, or individual. Single organizations, institutions, and individuals are encouraged to participate as project partners. Other associations and organizations that are encouraged to apply for these grants are schools, colleges and universities, extension programs and research institutions.

The USDA encourages projects that promote specialty crop production and consumption among beginning and socially disadvantaged farmers or ranchers.

- A **Beginning Farmer or Rancher** is an individual or entity that has not operated a farm or ranch for more than 10 years and substantially participates in the operation.
- A **Socially Disadvantaged Farmer or Rancher** is a farmer or rancher who is a member of a socially disadvantaged group. A Socially Disadvantaged Group is a group whose members have been subject to discrimination on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

The Kansas Department of Agriculture seeks to fund projects that primarily fit into the following areas:

Economic development

- Improving efficiency and reducing costs of distribution systems, including projects that seek to understand gaps in systems and supply/demand issues related to specialty crops;
- Investing in specialty crop research, including research on the feasibility of growing novel specialty crops that aren't currently produced (or are produced in very small quantities) in Kansas;
- Controlling pests and disease, as well as addressing issues such as pesticide drift that affect specialty crops; and
- Regional efforts to start incubator or community kitchen projects to encourage the development of value-added products from specialty crops.

Education

- Increasing child and adult nutrition knowledge and consumption of specialty crops;
- Developing materials to better educate specialty crop producers and buyers on food safety practices, including Good Agricultural Practices (GAPs), Good Handling Practices and Good Manufacturing Practices; and
- Projects that create awareness of Kansas specialty crops for consumers.
- Improving a focus on conservation and environmental outcomes, as well as sustainability of specialty crops.

Funding will be available for projects that are one-year in duration. The grant period must begin no later than September 30, 2018 or as soon as the funding is released by USDA if later and end no later than September 29, 2019 or one year from issuance of funds if later than October 1, 2018.

It is advised that you review the actual proposals that have won Specialty Crop Block Grant awards in previous years and in other states. These applications are available on the USDA-AMS website at:
<https://www.ams.usda.gov/services/grants/scbgp/awards>

You may also review the final performance reports of prior award winners on the website (<https://www.ams.usda.gov/services/grants/scbgp/final-reports>) to learn about successful practices and ideas for possible projects.

Complete applications must be sent to KDA no later than 5 p.m. on April 23, 2018. Please e-mail your finished application, with the attached cover sheets, to both kellen.liebsch@kda.ks.gov and ksag@kda.ks.gov. Also, please send a signed copy by fax (785-564-6777) or by mail to the following address:

Kellen L. Liebsch
Kansas Department of Agriculture
1320 Research Park Drive
Manhattan, KS 66502

For more information or other assistance with this application or this program, please contact:

Kellen L. Liebsch
SCBG Administrator
(785) 564-6726
kellen.liebsch@ks.gov

2018 Kansas Department of Agriculture Specialty Crop Block Grant Application

COVER SHEET

Please use the referenced cover sheet to provide name and contact information, federal tax identification number (DUNS number), industry sector, project title, brief discussion of funding from other sources, the total project cost, the grant request, and any additional match dollars.

Cover Sheet Available at:

<http://agriculture.ks.gov/docs/default-source/Grants/scbg-cover-sheet-2017.pdf?sfvrsn=4>

All successful applicants must have a DUNS number to receive federal funds. If you do not have a DUNS number, visit http://www.grants.gov/applicants/org_step1.jsp to apply for one.

APPLICATION

Application Template, Word Document Template Available at:

<http://agriculture.ks.gov/kda-services/grants-and-cost-share-programs/specialty-crop-block-grant>

All applicants must utilize the template document entitled “SCBGP Project Profile – Kansas”

Expected Measurable Outcomes:

https://www.ams.usda.gov/sites/default/files/media/SCBGP%20FY15%20PerformanceFINAL_10272015.pdf

The portion for “Expected Measurable Outcomes” requires you to select at least ONE of the eight listed outcomes on the link notated above. Each outcome must also have a corresponding indicator.

Project Evaluation Rubric

All proposals will be reviewed by a review panel that is appointed by the Kansas Secretary of Agriculture. The Kansas Secretary of Agriculture will make the final decision, based on recommendations from the panel.

Project Area	Criteria	Maximum Points Awarded	Points Received
Project Need	<ol style="list-style-type: none"> 1. How effective is the project at enhancing the competitiveness of specialty crops in Kansas? 2. Does the project have long-term benefits to help increase specialty crop production in Kansas? 3. Does the project help increase the sale or awareness of specialty crops; provide research on a specialty crop dealing with increasing production, distribution or process; or help specialty crop producers improve distribution or production practices, or lower production cost/risk? 	35	
Measurable Outcomes	<ol style="list-style-type: none"> 1. Is there at least one quantifiable, measurable outcome? 2. Are the outcomes definable and measurable? 3. Are the outcomes of the project worth the total investment? 4. Is there outreach to share information learned with the public? 	25	
Budget	<ol style="list-style-type: none"> 1. Is the budget realistic for the project, and are expenses reasonable for the project? 2. Is there a detailed budget for personnel, operating, consultants and other costs? 	15	
Feasibility	<ol style="list-style-type: none"> 1. Does the project have a quality work plan? 2. Is the project timeline appropriate? 3. Has the project identified other areas of funding that could sustain it in the future? 	10	
Industry Support	<ol style="list-style-type: none"> 1. Is there evidence of industry-wide support for the program? 2. Does the project partner with other organizations/institutions? 	10	
Matching Funds	<ol style="list-style-type: none"> 1. Are there matching funds or in-kind donations for the project? 	5	
Total		100	

Additional Information

The following information is from the USDA's full grant guidance document. For more information, please visit the USDA's Agricultural Marketing Service website at <http://www.ams.usda.gov/AMSv1.0/scbgp>.

EXAMPLES OF UNACCEPTABLE PROJECTS

- A company requests grant funds to purchase starter plants or equipment used to plant, cultivate, and grow a specialty crop for the purpose of making a profit, or to expand production of a single business.
- A State requests grant funds to make grants to individual specialty crop businesses or roadside stands to promote their individual business.
- A sole proprietor requests grant funds to redesign her/his logo in order to make her/his specialty crop value-added product stand out at the local farmers' market.
- A company that develops specialty crop value-added products requests funds to train its employees how to make its value-added products.
- A specialty crop producer requests funds to promote their asparagus at a roadside stand.

EXAMPLES OF ACCEPTABLE PROJECTS

- A State requests funding to contract with a university to conduct research on the feasibility of planting, cultivating, and growing a specialty crop in a particular area, the results of which can be shared with many growers throughout the State.
- A single grower requests funds to demonstrate the viability of organic small fruit production and partners with Cooperative Extension to publicize the working model of diversification to other regional growers.
- A single company requests funds to provide a viable pollination alternative to specialty crop stakeholders in the region, which currently does not have one.
- A single specialty crop organization requests funds to conduct an advertising campaign that will benefit their specialty crop members.
- A single farmer erects high tunnels on their property to extend the growing season of tomatoes and lettuce and conducts a field day and farm tour to encourage other small family farmers to adopt the production methods.

ALLOWABLE COSTS

All awards and sub-awards are subject to those cost principles applicable to the particular organization concerned. For example, if a state government sub-awards to a university, the cost principles applicable to a university will apply. Please refer to the applicable cost principles when developing your project activities and budget. You may reference the USDA document [Appendix A List of Selected Items of Cost Contained in OMB Cost Principles Regulations](#) to locate the principles applied in establishing the allowability or unallowability of specific items of cost. All costs must be associated with project activities that enhance the competitiveness of specialty crops.

- State and Local Governments and Indian Tribal Governments – [2 CFR 225 \(OMB Circular A-87\)](#). See [Appendix B Unallowable and Allowable Costs for State Governments](#), for specific unallowable and allowable costs under the SCBGP-FB for State governments.
- Colleges and Universities – [2 CFR 220 \(OMB Circular A-21\)](#)
- Non-Profits – [2 CFR 230 \(OMB Circular A-122\)](#)
- For Profits – [48 CFR Part 31.2](#)

RESTRICTIONS AND LIMITATIONS ON GRANT FUNDS

- Grant funds shall supplement the expenditure of State funds in support of specialty crops grown in that State, rather than replace (supplant) State funds.
- Grant funds may not be used to fund political activities in accordance with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7321-7326).
- Development or participation in lobbying activities pursuant to 31 U.S.C. 1352 including costs of membership in organizations substantially engaged in lobbying are unallowable.
- Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct and indirect charges.

Capital expenditures means expenditures for the acquisition cost of capital assets (equipment, buildings, land), or expenditures to make improvements to capital assets that materially increase their value or useful life. Acquisition cost means the cost of the asset including the cost to put it in place. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation may be included in, or excluded from the acquisition cost in accordance with the governmental unit's regular accounting practices.

General purpose equipment means equipment, which is not limited to research, scientific or other technical activities. Examples include office equipment and furnishings, telephone networks, information technology equipment and systems, reproduction and printing equipment, and motor vehicles.

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds \$5,000.

- Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior approval of AMS. (Note: Prior approval from AMS means that the special purpose equipment must be included in the State Plan submitted by KDA, and the State Plan must receive approval from AMS. If special purpose equipment was not originally included in the approved State plan, then the grantee must request approval from AMS to purchase the equipment before utilizing grant funds.)

Special purpose equipment means equipment which is used only for research, scientific, or other technical activities. The special purpose equipment must solely enhance the competitiveness of eligible specialty crops and benefit the specialty crop industry.

- Rental costs of buildings and equipment are allowable as direct costs in accordance with the cost principles in Subpart T of 7 CFR 3015.
- Hourly contractual costs exceeding the cap of a CS-14 step 10 Federal employee in your area have been added as an unallowable cost unless an acceptable justification is provided.

MULTI-STATE PROJECTS

Multi-state projects are encouraged to provide a growing need for solutions to problems that cross state boundaries such as, but not limited to: addressing good agricultural practices, research on crop productivity or quality, enhancing access to federal nutrition programs, pest and disease management, or commodity-specific projects addressing common issues in multi-state regions.

A project is multi-state when an organization receives SCBGP-FB funding from more than one state to execute the same or multiple components of the same project. The project must be identified as a multi-state project through the inclusion of a multi-state section in the project profile. In addition, all states reviewing the proposal need to be aware that the project is multi-state so that they can collectively decide to fund it.

A high-quality multi-state project proposal will have clearly focused objectives; direct involvement of each participant in the accomplishment of the stated objectives; and evidence that the project proposal has been peer-reviewed.

If interested in working with a particular state or states, please contact the Specialty Crop Block Grant Program office in that state. Contact information for those offices may be viewed by clicking [here](#).

EXAMPLES OF WORK PLANS

EXAMPLE 1

Project Activity	Who	Timeline
Assemble the specialty crop steering committee to provide direction throughout project	Agricultural Marketing Council, specialty crop industry representatives from the mushroom, apple, and peach councils	January 2018
Develop statement of work for literature review	Ag Marketing Council	January
Procure literature reviewer	ABC Consultant	February – March
Prioritize research gaps; develop/issue Request for Proposals (RFP) for original research	ABC Consultant	March – April
Receive proposals; distribute to steering committee	ABC Consultant	April – May
Review and select proposals	Specialty crop steering committee	April – May
As appropriate, refer proposals to individual commodity research and promotion programs	Specialty crop steering committee and individual research and promotion programs	April – May
Develop and execute research grant agreements for selected projects	Ag Marketing Council	May – June
Obtain progress reports from researchers; synthesize for steering committee	Ag Marketing Council	September, December, March 2018, June 2018
Disseminate research results to steering committee and SCBGP-FB showing progress toward project outcomes	Ag Marketing Council	June 2018

EXAMPLE 2

Project Activity	Who	Timeline
Create a survey to assess growers' background, current pest control program, and perceptions of IPM	State University Personnel	Begin January 2009 0 - 4 months
Administer survey to about 200 vegetable growers at an annual local growers meeting	Cooperative Extension Personnel	4 - 5 months
Compile survey results for background info on general practices and attitudes	Cooperative Extension Personnel	5 - 6 months
Review surveys for likely cooperator candidates	State University Personnel	5 months
Interview and select candidates for one-on-one IPM and biocontrol training and a control group	State University Personnel	6 months
Meet weekly with selected growers at crop initiation (greenhouse)	State University Personnel	4 - 6 months
Conduct periodic scouting visits during crop growth	Cooperative Extension Personnel	Every 2 months
Meet weekly with selected growers at crop fruition (field)	State University Personnel	10 - 13 months
Collect data from both grower groups on pest densities, crop damage, crop yield and quality, pesticide usage, pest management costs and other pest mgmt. techniques used by growers	State University Personnel	14 - 15 months
Survey growers completing year one in the IPM program as to attitudes and understanding of IPM techniques	Cooperative Extension Personnel	10 months
Compare survey results to initial survey; assess impact of program outcomes	State University Personnel	10 - 11 months
Incorporate most successful ideas/ techniques into IPM field guide with scouting procedures, pest life cycle calendars, and cultural controls, reduced-risk pesticides, and biocontrol Cooperative Extension Personnel options for different pests	State University Personnel	10 - 13 months
Develop/ deliver annual grower workshops to introduce/ improve field guide	Cooperative Extension Personnel	27 - 36 months

EXAMPLES OF BUDGET NARRATIVES / JUSTIFICATION

The following examples, provided by the USDA, could assist you in constructing your budget narratives and justification.

Personnel (\$27,000.00)

Expenses of **\$21,000.00** are requested for one half-time Senior Research Specialist (0.5 FTE) who will coordinate most of the laboratory operations and perform a majority of the laboratory and greenhouse experiments. Additionally, the specialist will be responsible for data entry and record keeping. An additional **\$6,000.00** is requested to support two undergraduate student researchers. The undergraduate students will work in Dr. Jones' laboratory and learn experimental skills while assisting the Project Investigator (PI) and the research specialist in various aspects of the project.

Fringe Benefits (\$9,585.00)

The current fringe benefit rates at the University are 44.74% (**\$9,387.00**) for the research specialist, 3.3% (**\$198.00**) for undergraduate students.

Travel (\$1,608.00)

Total funds of **\$518.00** are requested for in-state travel to conduct field surveys of PepMV in City X (2 overnight trips) and in City Y (2 day trips) and to attend the annual Agricultural Center Field Day (1 day trip). The total in-state travel cost will consist of car rental (7 days @ \$32.00/day), lodging (2 nights @ \$60.00), and food (6 days @ \$29.00/day). In addition, **\$1,090.00** in out-of-state travel funds are requested to defray the travel expense for the PI or designee to attend and present their research findings at the annual American Phytopathological Society meeting in Nashville, TN in 2010. The cost comprises of flight from City Z to Nashville (\$350.00), lodging (5 nights @ \$99.00), and food (5 days @ \$49.00/day).

Equipment (\$5,000.00)

For the purchase of a 96-well thermocycler to accommodate the large numbers of PCR-related experiments outlined in the project. The University donates the use of one ultra-high speed centrifuge, two high speed centrifuges, and three microcentrifuges, and one Biorad iCycler real-time PCR system (with a usage value of \$20,000.00) for the entire duration of the project as matching contributions for this project. All the equipment listed above is required for completion of the project.

Supplies (\$4,446.00)

Office Supplies (pro-rated) (**\$1,235.00**) for paper, color ink cartridges, toner and other supplies. Program Supplies (**\$3,211.00**) of which \$2,000 is for 20 full-color promotional banners (@\$100 each) plus pro-rated amount of \$1,211 for cooking demonstration supplies, food for grower workshop/field events, specialty seeds, harvest equipment, packaging and other materials.

Contractual (\$23,000.00)

Stipends for GAP/GHP Video Shoot/Edit: flat fee stipends for 5 youth at \$2,000.00 each (**\$10,000.00**) to be coordinated through County Extension Hmong Youth Film Project. Youth will film and edit video in close collaboration with DA staff and under supervision of SU Hmong Outreach Coordinator.

Online Toolkit Development and Adaptation: this flat rate **\$10,000.00** contract will take the online toolkit donated by University State X, and adapt it for DA use and web specifications. Any leftover funds will develop State-specific content for the toolkit.

Processing Study Analysis: this hourly rate **\$3,000.00** (\$20/hr. X 150 hrs.) contract will analyze the production information on processing needs of growers and current availability of processing facilities and compile a report.

Other (\$7,493.00)

Advertising (8 display ads in Spanish-language media at \$162.50 each) (**\$1,300.00**); Printing/Copying (two color print jobs for promotional materials at \$650/each) (**\$1,300.00**); Communications (pro-rated as per project) (**\$1,733.00**); Equipment Rental (cooking demonstration cart) 4 uses @ \$150/each (**\$600.00**); Postage for newsletter (pro-rated) (**\$760.00**); Staff Development and Training (two annual marketing workshops for two staff @ average \$450 each) (**\$1,800.00**).

Indirect Cost (\$2,874.00)

2 percent (**\$2,874.00**)

Program Income (\$4,750.00)

Registration Fee for 8-week workshop series - **\$2,500.00**

Apprentice fee - **\$2,250.00**

The income derived from this project will be reinvested into the program to support specialty crop farmers and help sustain and grow the project.